

Graduate School Time Line: Department of Psychological and Brain Sciences (PSY or PBS)

<http://academicipsychgrad.weebly.com/>

Timing	Event	Forms/Submissions	Signatures or Routing Process
<p>Also see the University Graduate School's Timeline for Graduation: http://www.graduate.indiana.edu/academics-research/graduation.shtml ** You are responsible for tracking your paper and electronic forms to ensure they are progressing through the system. **</p>			
Any time you want to know your progress toward degree completion. To see Academic Services Coordinator (ASC) or the Director of Graduate Studies (DGS), please schedule an appointment or stop by their offices.	Graduate Student Academic Progress (Check list of requirements maintained & updated to monitor student progress)	Graduate Student Academic Progress form. Available online (see above graduate guide link) or from the ASC.	<ul style="list-style-type: none"> No signature required. If the form is reviewed in a meeting with the DGS or ASC, s/he will sign the form to indicate they have made the updates.
Single Major: Beginning of 3rd semester & no later than 1 year after admission to the Ph.D. program. Double Major: Beginning of third semester & no later than one year after admission to the Ph.D. program.	Advisory Committee To declare a double major , submit the online Appointment of Advisory Committee form and see the ASC for the "Application to Change from a Single to a Double Major" form.	Appointment of Advisory Committee form Complete the online form: https://apps.iu.edu/kr-prd/kew/EDocLite?edlName=COLLGRAD_AdvisoryCom_Doctype&userAction=initiate	<ul style="list-style-type: none"> Single Major: 2 members from major area; 1 member from another area; Double Major: 4 members, 2 from each major. Psych. & Brain Sci. Chair or Graduate Advisor; Dean for Grad. Educ., College Graduate Division.
After Advisory Committee meets and at least once a year.	Advisory Committee Meeting Report (Summary of Advisory Committee Meeting)	No form. The student emails a report to the committee being certain to include any course approvals, etc.	No signature required but the advisor must email the report to the ASC indicating his/her approval.
At the end of 3 rd Semester	First Year Research Project (Completed and 1 copy filed with ASC).	Copy of completed First Year Research Project and the signed Project Acceptance Form. https://academicipsychgrad.weebly.com/research-projects---first-second.html	The Project Advisor must complete and sign the Project Acceptance Form. The signed form is attached to the front of the project and both are submitted to the ASC for filing.
At the end of 3 rd or 4 th Semester	Type of Qualifying Exam defined (general or specialized) and date, time, location listed on form (return to the ASC). If taking the computer exam, be sure to reserve the appropriate room (see the ASC for assistance).	Qualifying Examination Petition (Form distributed by ASC in April. Please also see the graduate guide link above.)	<ul style="list-style-type: none"> Advisory Committee members (your advisory committee is the Quals. Committee.) Return signed form to ASC.
The end of the 4 th semester (recommended). Required before the beginning of the 7 th semester. Students entering 2008 & later: The 2nd project is due by the end of the 5th semester.	Second Year Research Project (Completed and 1 copy filed with ASC).	Copy of Second Year Research Project and the signed Project Acceptance form. https://academicipsychgrad.weebly.com/research-projects---first-second.html	The Project Advisor must complete and sign the Project Acceptance form. The signed form is attached to the front of the project and both are submitted to the ASC for filing.
Before the beginning of the 5th semester (Usually the Thurs. & Fri. before the 1 st week of classes of 5 th semester). Joint Degrees (COGS/PNS) may petition to take before the 7th semester. Also refer to the dept.'s qualifying exam policy (see the ASC.) https://academicipsychgrad.weebly.com/qualifying-examinations.html	Qualifying Exam taken (Date of exam is the date of the final portion of the exam. <u>This date must be at least 8 months before the date the degree is awarded.</u> Also, this date is used to determine the 7-year periods for currency of courses and completion of the dissertation.)	Qualifying Examination Results (Form distributed by ASC) REMINDER: Once you pass quals., you must enroll every semester, excluding summer. However, if you confer your degree during the summer, you must enroll in the summer for at least 1 credit.	<ul style="list-style-type: none"> Advisory Committee Members. Return the signed form to the Academic Services Coordinator.
Any time (the earlier the better). Must be before nomination to candidacy for the Ph.D. degree	Transfer of Any Graduate Credit from Other Institutions. If not already on file, the original transcript from other institution must be given to the ASC to accompany form.	Request for Transfer of Graduate Credit (Form originates with ASC)	<ul style="list-style-type: none"> Advisor, DGS Dean, College Graduate Division
Single Major: After passing quals & completing ALL coursework - by the end of the 7th semester. Double Major: After passing quals & completing ALL coursework - by the end of the 7th semester.	Nomination to Candidacy for the Ph.D. Degree (Submitted)	Nomination to Candidacy for the Ph.D. Degree. https://one.iu.edu/task/iub/nomination-to-candidacy-for-phd	Electronic form is routed to: <ul style="list-style-type: none"> Advisory Committee members Psych. & Brain Sciences Chair or Grad. Advisor Ph.D. Recorder, University Graduate School Dean, University Graduate School
Single Majors and Double Majors: At the beginning of the 5th Year. <u>At least 7 months before the defense of the dissertation.</u> <u>Allow 4 weeks for processing.</u> <i>The 7 months is timed from when the Graduate School approves the form, not the date you initiate it.</i>	Meeting of Research Committee to review dissertation prospectus. Nomination of Research Committee Research Committee Membership & the Dissertation Prospectus (Approved)	Nomination of Research Committee for the Ph.D. Instructions: https://one.iu.edu/task/iupui/phd-nomination-of-research-committee . You must attach a 1-2 page prospectus and, if appropriate, any IRB protocol(s). Questions about the online form should be directed to the University Graduate School at 855-9345. If the membership or title changes, you will have to submit a Change of Research Committee form. Double Majors must have a chair for each major.	Electronic form is routed to: <ul style="list-style-type: none"> Research Committee Members. This committee sees you through your defense and dissertation. May be the same persons as your Advisory Committee or may be a new. Single and double majors must have 4 IU faculty on the committee. Persons outside of IU can serve in addition to the 4 IU members. You must attach to the form the CV of the non-IU person. Psych. & Brain Sciences Chair Dean, University Graduate School.

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The University Graduate School suggests at least 4 weeks time be given the Research Committee members to read the dissertation, communicate about the readiness for defense, agree upon a date, time, & place for the defense.	Copy of Dissertation (Submitted to each member of the Research Committee).	Copy of Completed Dissertation	<ul style="list-style-type: none"> No signatures required The timing and requirements of this will be determined by the Research Committee.
30 days before the scheduled date for the defense of the dissertation <i>The 30 days is timed from when the Graduate School receives the form, not the date you initiate it.</i> <i>Take the Acceptance Page and Abstract with you to the defense and get signatures.</i>	One-page announcement of the Final Examination submitted with a Summary of the Dissertation . Also see http://www.graduate.indiana.edu/theses-dissertations/defense.shtml	(Electronic form available via Onestart. https://one.iu.edu/task/iub/phd-defense-announcement)	The electronic form is routed to: <ul style="list-style-type: none"> Research Committee Chair or Co-Chairs ASC University Graduate School
After passing the dissertation defense & at least 30 days before degree conferral (Students must have received acceptance of dissertation & must submit a copy to the University Graduate School <i>within 7 years</i> after passing the qualifying exam.)	Approval of Dissertation by Research Committee & submission of Dissertation & Abstract to the University Graduate School.	Electronic submission of the dissertation, including acceptance page, etc., to the University Graduate School. One copy of dissertation abstract submitted to the University Graduate School. Refer to: http://www.graduate.indiana.edu/theses-dissertations/submission/index.shtml	<ul style="list-style-type: none"> Research Committee members sign acceptance page. Must be an original signature. Research Committee members sign one copy of abstract. Must be an original signature.
After passing the dissertation defense Email the ASC a copy of your final electronic dissertation with signature pages. S/he will have a bound copy printed for the department's files.	All "R" grades removed for dissertation credit. Note that an "NR" means "Not Reported." The instructor did not submit the final grade roster. The instructor must go to "Faculty Systems" in Onestart and submit the grade roster. The department cannot do this.	Online form available to the instructor. If questions, please see the ASC.	<ul style="list-style-type: none"> Course instructor Dean, College Graduate Division
By the 15th of the month: Initial submission of doctoral dissertation or master's thesis must be completed. NOTE: This date will be different in May and December.	Submit Dissertation to the Graduate School.	The content must be final and is subject to review of formatting by the University Graduate School. Students will be notified, within one week, if formatting corrections are required	No departmental signatures required. Follow the Graduate School and ProQuest guidelines found at http://www.graduate.indiana.edu/theses-dissertations/submission/index.shtml
By the 27th of the month: Submit signed doctoral acceptance page and abstract, as well as corrected doctoral dissertation (after initial review by/response from the doctoral recorder). NOTE: This date will be different in May and December.	Submit Final Dissertation to the Graduate School.	Submit signed doctoral acceptance page and abstract, as well as corrected doctoral dissertation (after initial review by/response from the doctoral recorder).	<ul style="list-style-type: none"> Signed acceptance page with original signatures of Research Committee. Signed abstract with original signatures of Research Committee.
Last day of each month of the year	Ph.D. Degree Conferred	NA	NA
Normally within 3 months after the graduation date.	Ph.D. Diploma Received (from the Registrar's office.) Verify the Registrar has the permanent address on file.	NA	NA

Apply for Graduation by September for December Commencement and February for May Commencement (contact the Graduate School for specific deadlines). The PhD Commencement Participation Application is available at <https://one.iu.edu/task/iub/phd-commencement-participation-application>.

Reminder: You must enroll **every semester** after passing Qualls. (excluding summer) and you **must be enrolled during the semester you receive the degree**. Therefore, if you confer the degree in June, July, or August, you must be enrolled in one of the summer sessions.

G901 is not offered in the summer.

Advanced Students: Please also refer to the "Finishing the PhD" checklist at <http://academicipsychgrad.weebly.com/graduation--commencement.html>